

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT #M-00204



POSITION: CASHIER/CHECKER NF-01

SALARY: \$6.15 PH

LOCATION: PATUXENT LANDING RESTAURANT

OPEN: 14 JANUARY 2004

CLOSE: OPEN CONTINUOUS

**AREA OF
CONSIDERATION: COMMUTING AREA**

(x) Spouse Preference Eligible
(x) Involuntary Separated Military

() Regular Full-Time	(35-40 Hours Per Week)
() Regular Part-Time	(20-34 Hours Per Week)
(X) Flexible	(0-40 Hours Per Week)

() One-Time Basis
(x) Establish Register
() Merit Staffing

HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to
Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670
Attn: Personnel Dept. For further information call 301-342-3653.

DUTIES AND RESPONSIBILITIES:

Operates a cash register according to standard cash control procedures, is responsible for own cash fund, completes daily activity report and secures deposit of daily cash receipts. Rings sales by individual items, totals the sales, received money, and makes change.

Performs related duties which includes assisting in setting up the food service line, replenishing beverage dispensers, making coffee, preparing salads and dessert case. Assists in maintaining neatly arranged food items on the counters and clean daily assigned work area. Observes all sanitary and safety regulations. May assist in taking inventory by arranging food items in sequence on storage shelves and refrigerated areas. Responsible for turning in all employee meal receipts, validated with paid cash register receipt attached. Performs related duties as assigned.

QUALIFICATIONS:

Six months experience as a cashier/checker, retail or similar establishment. Ability to operate a cash register.

Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.

Applicants must meet all eligibility requirements for the position.

Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.

Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.

Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.

Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.

The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.